

UNITED STATES COURT OF APPEALS

District of Columbia Circuit

E. Barrett Prettyman U.S. Courthouse
Washington, D.C. 20001

333 Constitution Avenue, N.W.
www.cadc.uscourts.gov



Position Title:	Judicial Assistant to a Federal Circuit Judge
Announcement Number:	USCA-15-13
Salary Range:	JSP-5 to JSP-11 (\$34,759 - \$82,840), depending on qualifications
Position Location:	Washington, D.C.
Opening Date:	October 7, 2015
Closing Date:	Applications will be accepted until the position is filled.

Position Summary: The Judicial Assistant provides administrative and case-related support to a federal circuit judge and the law clerks working in the judge's chambers. Duties include, but are not limited to: working with a wide range of staff throughout the courthouse to help fulfill chambers' duties and needs; developing and maintaining electronic and paper filing systems for chambers; conducting research for speeches; assisting with case preparation for moot courts; monitoring and managing incoming and outgoing email and paper correspondence; receptionist duties; preparing disclosure reports and travel vouchers; and helping with annual interviewing and orienting of law clerks.

This position will not be available until July 2016.

Qualifications:

- Bachelor's degree and experience working in a busy, fast-paced office
- Minimum two-year commitment
- Strong interest in learning about the federal judiciary and its workings
- Must be a highly motivated, extremely detail-oriented individual
- Demonstrated trustworthiness, utmost discretion, excellent oral and written communication skills, and strong interpersonal skills
- Ability to multi-task and exercise independent judgment
- High proficiency with Internet research and Microsoft Office

Conditions of Employment: Applicants must be United States citizens or otherwise eligible to work in the United States. Appointment is provisional pending suitability determination by the court based on results of a background check. Employees are required to use Electronic Funds Transfer for payroll deposit.

Benefits: For information about benefits with the Federal Judiciary, visit www.uscourts.gov/careers.aspx.

How to Apply: Send a cover letter, resume, and any salary history in a single PDF attachment to VacancyChambers@cad.uscourts.gov. Include the Job Announcement Number (USCA-15-13) in the email subject line. The court will send a letter regarding the status of an application only to those candidates scheduled for interviews. ***When the position is filled, a notice will be placed on the court's internet site.***

<p>The United States Court of Appeals is an Equal Employment Opportunity employer. The United States Courthouse is a smoke-free building.</p>
